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Board of Directors Job Description

Position: Board Director

Authority and Responsibility

The Board of Directors is the legal authority of OneSky Community Resources. As a member of the Board, a Board Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements

Requirements of Board membership include:

1. Commitment to the work of the organization
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, marketing, education/training, fundraising, facilities/asset management, law and advocacy.
3. Prepare for and participate in monthly Board meetings
4. Willingness to serve on and participate in committee meetings
5. Attendance at Annual General Meetings and other OneSky membership meetings
6. Willingness to serve as an advocate for OneSky
7. Support of and participation in special events and/or fundraising events
8. Compliance with the OneSky Code of Ethics, conflict of interest and Board confidentiality policy.
9. Personal attributes that include the ability to see the big picture, strong communication skills (good listener, predisposed to consider other viewpoints), willingness to learn, and consistency in applying ethical oversight.
10. Financial support of OneSky (membership purchase)

Term

Board Directors are elected by the membership at the Annual General Meeting. Board Directors serve for two-year terms and may be re-elected for up to eight years. Directors may be released at the end of the elected term, by resigning, or according to OneSky bylaws.

General Duties

A Board Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, strategic planning, risk management, and advocacy.

The Board Director will:

1. Approve, where appropriate, policy as well as other recommendations received from the Board, its standing committees and senior staff
2. Monitor all Board policies
3. Review the bylaws, Board structure, approve changes, and participate in the necessary amendments presented to the membership
4. Participate in the development of the OneSky mission and strategic plan and review the organization's overall outcomes
5. Review and approve the OneSky budget and external audit report and oversee other major business decisions
6. Approve the hiring and release of the Executive Director, including the Executive Director's employment contract, based on the recommendation of the Board Personnel Committee
7. Support the Executive Director and participate in evaluating the Executive Director
8. Participate in the assessment of the Board.
9. Support and participate in fundraising activities and special events.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the OneSky mission

Evaluation

The Board development process includes both self-assessment and whole-Board assessment.

Review Date and Approval Date

The Board and Policy Development Standing Committee annually reviews this Director job description and recommends changes to the Board as necessary.

Approval date: _____

Review date: _____

Reference: Muttart Foundation. (2008). Board development workbooks - Board development: Developing job descriptions for board members of nonprofit organizations. Edmonton, AB: Author.

(<https://www.muttart.org/publications/board-development-workbooks/>)